

Balabolka V1.13

1. Open Documents
 - a. Click on **File** then **Open** then **Look** in (Desktop)
 - b. Double click on either one: **Spanish Text** or **English Text**
2. Changing the color of the menu bar
 - a. Click on **View** then **Skin** then click on **desired skin color**
3. Select Font and Background colors
 - a. Click on **View** then **Font Colors**
 - b. Select desired font configurations
 - i. Click on **Font**
 1. Below **Font** click on desired font type
 2. Below **Font style** click on desired font style
 3. Below **Size** click on desired font size
 4. Below **Color** click on desired font color
 - ii. Click on **OK**
 - c. Select Background color
 - i. Click on **Background Color**
 - ii. Click on **Desired Background color**
 - iii. Click on **OK**
 - d. Select text color of previously spoken text
 - i. Click on **Highlighting color**
 - ii. Click on **Desired Background Color**
 - iii. Click on **OK**
 - e. Select the color of the spoken word read by the speech synthesizer
 - i. Click on the **Selection Color**
 - ii. Click on the **desired selection color**
 - iii. Click on **OK**
 - f. Changing line spacing
 - i. Click on **Line Height**
 - ii. Click on the **small arrows** on the right **Line Height** to select the desired space number
 - g. Click on **OK** to accept changes

IV. Eliminating highlighting options

- a. To eliminate the option of highlighting the previously spoken text do the following:
 - i. Click on **Options** (in the tool bar menu)
 - ii. Uncheck **Keep Track of Spoken Text**

- b. to eliminate the option of highlighting the spoken text do the following:
 - i. Click on **Options** (in the tool bar menu)
 - ii. Uncheck **Highlight Spoken Text**

V. Reading Text

- a. Start reading aloud
 - i. Click on the **Play** icon in the toolbar
 - ii. You can also use the F5 key
- b. Pause reading
 - i. Click on the **Pause** icon in the toolbar
 - ii. You can also use the F6 key
- c. Stop reading
 - i. Click on the **Stop** icon in the toolbar
 - ii. You can also use the F7 key
- d. To **start reading from the beginning of the text**
 - i. Click on the **Options** then on the **Settings** then click on **General Tab**
 - ii. Below **Start from** click on **Position of Cursor**
 - iii. Click on **OK**

VI. Voice configurations

- a. Click on **Options** then check on **Configure Voice**
- b. Select **voice type**
 - i. Click on **SAPI 4 or SAPI 5** tab
 - ii. Select the **small right arrow** on the desired voice
- c. Select **voice rate**
 - i. **Click and drag** the sliding bar on the right of **Rate** to select the desired voice rate
- d. Select **voice pitch**
 - i. **Click and drag** the sliding bar on the right of **Pitch** to select the desired voice pitch

VII. Translate Text to Audio

- a. Click on the **Wav** icon
- b. On the right of **Save in** click on the right down arrow and specify the Location where you want to save your file
- c. On the right of **File name** write a name for you audio file
- d. On the right of **Save as type** click on the right down arrow and specify the type of file you are saving (Wave or MP3)
 - i. Wave audio files (huge audio files)
 - ii. MP3 format sound (compressed audio file)

Hint: *Balabolka* can translate to audio only one document at a time. Therefore, you should close all documents opened *Balabolka*. To close those documents go to **File** and select **Close**.